



***The City of Arlington, Texas,  
is seeking a **Director  
of Human Resources*****





## THE COMMUNITY

The City of Arlington (pop. 375,438), now the seventh largest city in Texas, is seeking an innovative and results-oriented executive to join the Leadership Team as the Director of Human Resources.

Located in the Dallas/Fort Worth Metroplex, Arlington is a full-service city supported by a total budget of \$409 million and a full-time staff of 2,121. With a land area of approximately 100 square miles, Arlington is easily accessible by highway, rail and air. The City of Arlington offers superior, affordable housing; educational excellence in our local schools (served by five Independent School Districts: Arlington, Kennedale, Mansfield, Hurst/Euless/Bedford, Fort Worth), the Tarrant County College Southeast Campus, Arlington Baptist College and is home to the University of Texas at Arlington. Arlington has a diverse local economy evidenced by our major employers: General Motors, Texas Health Resources, AmeriCredit, Siemens, Lear, Aetna and Chase Bank. Arlington is a regional destination for retail shopping as well.

The City's Entertainment District draws more than 6.8 million visitors a year with premiere attractions including amusement parks; Globe Life Park in Arlington, home of the Texas Rangers Major League Baseball; and AT&T Stadium, home of the Dallas Cowboys. In close proximity to DFW Airport, Dallas and Fort Worth, residents have access to world class orchestras, theaters, and some of the finest museums in the world, all within a 30-minute drive. In FY 2011, Arlington hosted Super Bowl XLV and the World Series. In 2014, Arlington hosted the NCAA Final Four and is scheduled to host the inaugural College Football Championship Game in 2015.



Arlington's Vision: A pre-eminent city, providing an exemplary, safe environment in which to live, learn, work, and play. To learn more about the City of Arlington, visit our website at [www.ArlingtonTX.gov](http://www.ArlingtonTX.gov).

## CITY GOVERNMENT

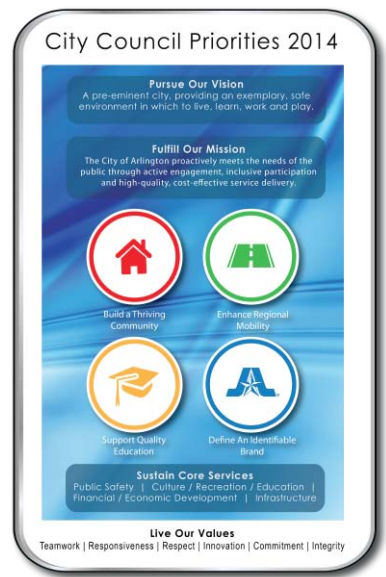
The City of Arlington operates under the Council-Manager form of government. The City has eight Council members and a Mayor. Five of the Council members are elected from geographic districts, three are elected at-large, and the Mayor is also elected at-large. The Council appoints the City Manager, City Attorney, City Auditor and Municipal Judges. Deputy City Managers and Department Directors are appointed by the City Manager. Directors are responsible for the oversight of day-to-day operations including decision making, community relations for their area of responsibility, national and regional association representation, and as an important contributor to city strategic planning and budgeting.



The City Manager's Office is organized into three Service Teams: Neighborhood Services; Economic Development and Capital Investment; Strategic Support. Each division is overseen by a Deputy City Manager. The Director of Human Resources reports to the Deputy City Manager for Strategic Support, and is an integral member of the Leadership Team.

## CITY OF ARLINGTON CHALLENGES AND BUDGET HIGHLIGHTS

Arlington is consistently ranked as one of the best managed cities in the nation. The City has continued to implement a conservative approach to budgeting, strategically investing and maintaining strong fund balances and reserves during years of economic challenges. As a result, we are a financially stable municipal corporation. The City's general fund and revenue funds hold high bond ratings. Increased operating costs, employee health insurance and pension costs, as well as maintaining and improving our infrastructure will present budgeting opportunities for the coming fiscal years.



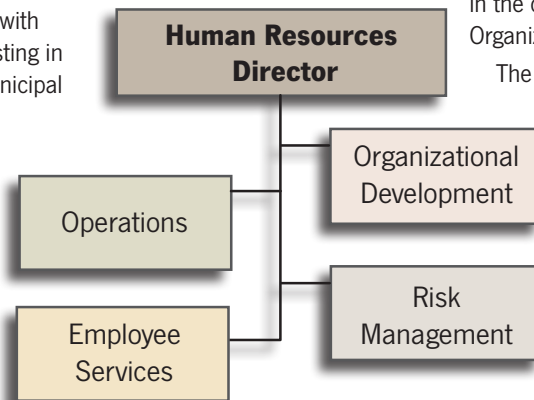
## HUMAN RESOURCES DEPARTMENT

The Human Resources Department is organized into four groups (Employee Services, Organizational Development, Operations, with each being overseen by a manager; and Risk Management). The responsibilities for each area are as follows:

- **Employee Services** – Benefits, Health/Wellness, Compensation
- **Organizational Development** – Development, Volunteer Program, Pre-Employment Process
- **Operations** – Employee relations and consultants
- **Risk Management** – Claims

The department focuses on recruitment/selection, training and development, organizational development, employee relations, compensation, benefits design and administration, and risk management for the City. The mission of the department is to facilitate ongoing workforce communication of policy, practice, competencies and culture in order to establish and reinforce organizational expectations and strategically partner with the City's operating departments assisting in the effective and timely delivery of municipal services.

The Human Resources Department receives awards on a consistent basis. Some of its accomplishments include: 2010 Apex Award – Hub Magazine recognizes City of Arlington for advancing healthcare innovation; 2009 United Healthcare “Well Deserved Golden Apple” Award signifying a lasting commitment to health and wellness; 2008 United Healthcare “Well Deserved Wellness” Award; and the Employee Services Manager received the Chet Miller Leadership Award presented by Disability Management Employer Coalition (DMEC) for her role as Chair of the DMEC Programming Committee.



## THE STRATEGIC SUPPORT GROUP

**Human Resources** focuses on recruitment/selection, training and development, organizational development, employee relations, compensation, benefits design and administration, strategic partnerships with operating departments and risk management for the City. Divisions in the department include Operations, Employee Services, Organizational Development and Risk Management.

The **Information Technology (IT) Department** is responsible for security; mainframe operations, mainframe application and technical support; business consulting services; Geographic Information System operation, maintenance, and development; database administration services; and Web services including administration, maintenance and development.

Judicial Authority resides in the four **Municipal Courts of Record**, which are responsible for the interpretation and adjudication of Class “C” criminal misdemeanors enacted by the Texas Legislature or the Arlington City Council. Court proceedings include required appearance dockets, as well as hearing and adjudication of certain civil matters involving the City, such as property disposition hearings, nuisance abatement hearings or appeals, red light appeals, dangerous dog and animal cruelty hearings, and dangerous and substandard building hearings.

The **Arlington Water Utilities Department** supplies water to more than 375,438 residents and has more than 100,000 monthly accounts. The department is comprised of three divisions (Business Services, Treatment and Operations) and 14 sections. These sections play a significant role in assuring that residents and businesses have a continuous supply of high-quality water available 24 hours a day.





## IDEAL CANDIDATE

Candidates for this position should be exceptional leaders, capable of planning and directing the services of this department and coordinating efforts with other divisions and City departments within a sophisticated fast-paced environment.

Candidates should be genuinely committed to the development of a strong customer service ethic, responsive to organizational needs, and open and honest in all internal and external relationships.

The desired candidate will be known for the use of innovative, forward thinking and creative methods in planning for workforce development. He/she must be capable of managing highly complex issues in the context of an overall management team and be action-oriented, as well as open to change and innovation.

Exceptional oral/public speaking and written communication skills are needed, as the Director will be called upon to make presentations in a clear and credible manner before employee groups, citizen groups, committees, councils, media and management staff at all levels.

He/she must have the ability to build relationships, be flexible and work in a team-oriented organization. In addition, a penchant for clarity, conciseness and action is needed, as well as persuasive skills to ensure that concepts are easily understood and visualized. An individual who takes an entrepreneurial approach to problem solving is preferred.

The person in this position should be assertive in presenting his/her professional opinions in a tactful and diplomatic manner. This position requires a person with a high energy level, capable of operating with significant independence and initiative, yet open to direction from City management and policy makers. He/she must have a great deal of political savvy. A hands-on approach and willingness to lead by example are required. This is a position of public trust; personal integrity and ethics must be beyond reproach.

The ideal candidate will be highly motivated to maintain current knowledge of employment law and best practices in the public sector human resources and development field. In this same regard, he/she should be committed to an appropriate level of professional networking in human resources-related organizations.

Extensive experience in public sector human resources management

and development must be evident in the background of the successful candidate.

This includes a stable history of five to seven years in progressively responsible positions within complex customer service driven organizations that provide human resources and workforce-related services to organizations with staff size and an overall operating budget similar to the City of Arlington.

At least three years of the candidate's work experience must be in a management capacity over a sizable human resources professional and paraprofessional staff. The ideal candidate's experience should include exposure to the full array of municipal human resources functions, to include recruitment and selection, compensation and benefits administration, training, organizational development, risk management and employee relations. Experience in organizations with collective bargaining would be a plus.

Education should include a minimum of a Bachelor's degree in Human Resources, Business or Public Administration, or a closely related field, with a Master's degree in Business or Public Administration preferred. Appropriate professional credentials (PHR or SPHR, CCP, etc.) are preferred but not required. A Class C Texas Operators License is required.



## COMPENSATION AND BENEFITS

The City of Arlington offers a competitive starting salary range of \$116,825 – \$129,805. As an Executive, the benefit package includes a variety of insurance programs (health, dental, vision, disability, life and employer-sponsored executive life insurance), savings programs (401K deferred compensation program with an employer matching contribution, 457 deferred compensation program with an employer contribution, and/or Roth IRA), retirement through the Texas Municipal Retirement System (a hybrid plan with a 2x employer match that offers a lifetime annuity after vesting and guaranteed return), paid time off through both sick leave accrual and vacation accrual, 11 paid holidays, an executive car and phone allowance. City of Arlington employees do not contribute to the Social Security system (but do contribute to Medicare), and the State of Texas does not levy a state income tax.

Reimbursement of relocation expenses will be included as part of the compensation package.

## APPLICATION & SELECTION PROCESS

Interested candidates should submit cover letter, current resume and at least five work-related references including contact numbers. References will not be contacted until mutual interest has been established. Finalists will complete a thorough interview and background investigation process to include verification of all credentials, experience, pre-employment criminal background check, credit evaluation and motor vehicle review. Applications/resumes will be accepted until June 2, 2014, or until the position is filled.

### Submit resumes to:

Gilbert Perales  
Deputy City Manager  
City of Arlington,  
P.O. Box 90231, MS 01-0300,  
Arlington, Texas 76004-3231  
or e-mail  
Gilbert.Perales@arlingtontx.gov

### Additional information:

Nora Coronado  
Project Coordinator  
City of Arlington,  
P.O. Box 90231, MS 01-0300,  
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**EOE. Reasonable accommodations available upon request.**